



**STATE OF NEW JERSEY  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
ACTIVE GUARD/RESERVE (AGR)  
VACANCY ANNOUNCEMENT**



**ANNOUNCEMENT NUMBER 64-AR-17**

**Position Title:** Plans Operations Officer

**AOC:** 12A00

**Opening Date:** 3 April 2017

**Closing Date:** 3 May 2017

**Duty Station:** HQ 104<sup>th</sup> Brigade Engineer Battalion (BEB), 550 Route 57, Port Murray, NJ 07865

**Military Assignment:** Plans Operations Officer

**Military Grade:** Minimum: 1LT/O2  
Maximum: CPT/O3

*Your pay will be depending on the amount of years of service; you may also receive other allowances for rations, housing, uniforms, and cost of living.*

**Area of Consideration:** This position is open to all qualified 1LT/CPT of the New Jersey Army National Guard.

**Duties and Responsibilities:** Duties and Responsibilities Plans and assigns work to be accomplished through subordinates and/or supervisors engaged in a variety of occupations. Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Formulates, oversees and evaluates the overall training programs for the command. Develops yearly and longer training plans. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Prepares and submits annual budget requirements to higher headquarters based on yearly training guidance and training calendar. Prepares and provides guidance on training eligibility requirements. Directs scheduling and coordination for the use of training sites and facilities. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Serves as security coordinator for the command. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Represents the National Guard in the community. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Performs other duties as assigned.

**Point of Contact:** CW4 David Edwards (609) 562-0882 [david.b.edwards3.mil@mail.mil](mailto:david.b.edwards3.mil@mail.mil)

**Equal Opportunity:** Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender, sexual orientation, or national origin.

**Initial Eligibility Requirements:** Please refer to the General Eligibility Requirements and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0862 or 0151 for assistance.

**How to Apply:** Please see the Vacancy Announcement Checklist shown on Page 4 for the required documentation to submit with your application. Application forms are available on request from your unit Readiness NCO, Battalion Personnel NCO, or Full Time Support Supervisor. You may also obtain an application form by logging onto <http://www.state.nj.us/military/hro> and going to Resources / NG Forms. Then click on 34-1 in Adobe format.

Soldiers who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to a Selection Official or Board for interview and ranking. The selected person(s) will be ordered to Active Guard/Reserve (AGR) status in the New Jersey Army National Guard under the provisions of Title 32 USC 502(f).

**J1 AGR Branch will not accept mailed or hand carry applications.  
You MUST email all applications.**

Your application must be submitted in one PDF file with all vacancy announcement checklist requirement on page 4 to the email address [ng.nj.njarnng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarnng.mbx.nj-job-submission@mail.mil). In the subject line please put: J1-HRO-AGR, Announcement Number # and your Last Name.

**\*\* Packet must arrive by Close of Business on the Closing Date \*\***

**Pay and Benefits:** Basic Pay and allowances depend upon your grade and the length of creditable service. You will receive leave at the rate of 2 1/2 days per month and be entitled to all Regular Federal Holidays. AGR Soldier's medical care and hospitalization will be administered under TRICARE. Your dependents may have the choice of US Family Health Service (USFHP) or TRICARE. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Members who leave their jobs and enter tour have re-employment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited Base Exchange & Commissary privileges. You and all eligible dependents will receive an Active Duty Identification Card / Dependent Identification Card and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

## **TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST**

Please print, initial on each line verifying the documents are in the packet. Sign the bottom and place on top of your AGR packet.

**Your application will be reviewed for eligibility as per Table 2 on page 5.**

**\*\*\*IMPORTANT\*\*\***

**APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT  
UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.**

- \_\_\_\_\_ 1. NGB Form 34-1 dated 20131111 (Application for AGR Position). On a separate sheet fully explaining any "Yes" answers to any questions in section IV. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1. Sign and date your NGB Form 34-1 and make sure all entries are legible and completed fully.
- \_\_\_\_\_ 2. Soldier Record Brief (SRB) **(Must be recertified within 12 months)**. The Unit and Applicant must print and sign name at the bottom of the SRB, confirming SRB is updated.
- \_\_\_\_\_ 3. Must have a current PHA. **If your PHA is more than 6 months old, a certified Height/Weight statement, within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).**
- \_\_\_\_\_ 4. A copy of your current Individual Medical Readiness Report (IMR Record).
- \_\_\_\_\_ 5. A copy of your current NGB Form 23-B (Retirement Points History Statement).
- \_\_\_\_\_ 6. Official DA photograph or a snapshot of you in your ASU uniform from head to jacket hem.
- \_\_\_\_\_ 7. A current DA Form 705 (Army Physical Fitness Score Card) must be within 8 months period. Submit current PERMANENT profile if an alternate event is performed. Soldiers on temporary profile are NOT eligible to enter the AGR program.
- \_\_\_\_\_ 8. Copies of your last 5 Officer Evaluation Reports (OER).
- \_\_\_\_\_ 9. Copy of ALL DD Form 214 that have been issued to you, to include basic training.
- \_\_\_\_\_ 10. Photocopy of your current civilian motor vehicle driver's license. All data must be readable. Individual with revoked driver's license are not eligible to apply.
- \_\_\_\_\_ 11. Any other documents that will support your qualifications i.e. **Certificate of Eligibility** resume, civilian job evaluations, school transcripts, etc. If you providing any Letters of Recommendation must be within 6 months of job announcement.
- \_\_\_\_\_ 12. JPAS Statement (Evidence of Security Clearance) available from your unit JPAS Manager.
- \_\_\_\_\_ 13. **ON A SEPARATE SHEET OF PAPER, PROVIDE YOUR CIVILIAN AND MILITARY EMAIL ADDRESS AND GOOD CONTACT NUMBER.** This information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non-selection letter.

**Applicant Signature:** \_\_\_\_\_

**TABLE 2 – NEW JERSEY ARMY NATIONAL GUARD AGR ELIGIBILITY REQUIREMENTS**

<b><u>GENERAL ELIGIBILITY REQUIREMENT:</u></b>	<b><u>INITIAL ENTRY QUALIFICATIONS:</u></b>
1. Must meet physical standards of AR 600-9.	1. Must meet entry requirements of AR 135-18.
2. Must not be under current suspension of favorable personnel actions.	2. Must be medically qualified under AR 40-501 as applicable within 12 months prior to initial entry. You must be medically certified as drug free, be tested for HIV within 2 year of initial entry.
3. Applicant must not be entitled to receive federal military retired pay.	3. Soldiers transferring between states or entering FTNGD from Active Duty status without a break in service must have a current physical exam.
4. Must be able to serve at least 3 years in active status prior to mandatory removal.	4. Must be within the weight standards of AR 600-9
5. Must be an NJARNG AGR Soldier.	
6. Personnel applying for an initial tour who have 15 or more years of active military service credited to retirement will require a waiver from NGB prior to placement on tour.	
7. Applicants who have voluntarily separated from the AGR program are not eligible to re-enter for one year from the date of separation.	
8. Applicants who have voluntarily separated from the AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.	
9. Must not be under current suspension of favorable personnel actions.	